

“YEAR-END” PROCESS

Summary: The Year End process will close out the old year, deleting all attendance, locker, scheduling, and gradebook records, and changing any students or teachers who have “future” status to “active” status. For this reason, you must do the New Year Initialization process (which sets up the schedule structure of the new year and ensures that there are students and faculty in the new track) PRIOR to starting the Year End process!

OVERVIEW

New Year Initialization (prerequisite for Year End process):

1. Create a future track
2. Create calendar for future track (optional now, but required prior to scheduling)
3. Create future status for faculty and students
4. Copy track courses and modify as needed
5. Copy the master schedule, if desired

Year End Process:

1. Complete and get approval on Data Clearinghouse submission
2. Post all grades to history
3. Enter calendar for new track, if not previously completed
4. Archive all attendance reports by printing them to .pdf format
5. Archive transcript data (Transcript report screen)
6. Verify that “Retained Student” has been selected on Student Editor screen (see “Misc.” tab, Status field) for any student who will be retained in the current grade – including 12th grade “super-seniors”
7. Verify that “Retain Lockers” has been selected on School Editor screen, if you want students to retain the same locker in the new school year
8. *** Run stored procedure sp_setgradyear**
9. *** Create an end-of-year database for the year that just ended (e.g. at the end of the 2006-7 school year, create a database with 2007 in the name). Back up the current SIS database and restore that backup into the new end-of-year database. It is CRUCIAL that you verify that the restore worked correctly!!**
10. *** Update the Global.asa file on SIS2000+ Web Server to new school year: Session(“ses_schYear”) = 200x, where x corresponds to the new year.**
11. Go to New Year Menu (from Main Menu/System) and select “Year End”
12. Select 1 or more schools and “Process” (this will delete gradebook, attendance, last year’s schedule, locker assignments and promotes everyone with “future” status to “active” status).

*** Must be run by USOE for schools or districts hosted by USOE (using Terminal Services). Please ask your SIS Specialist for assistance.**

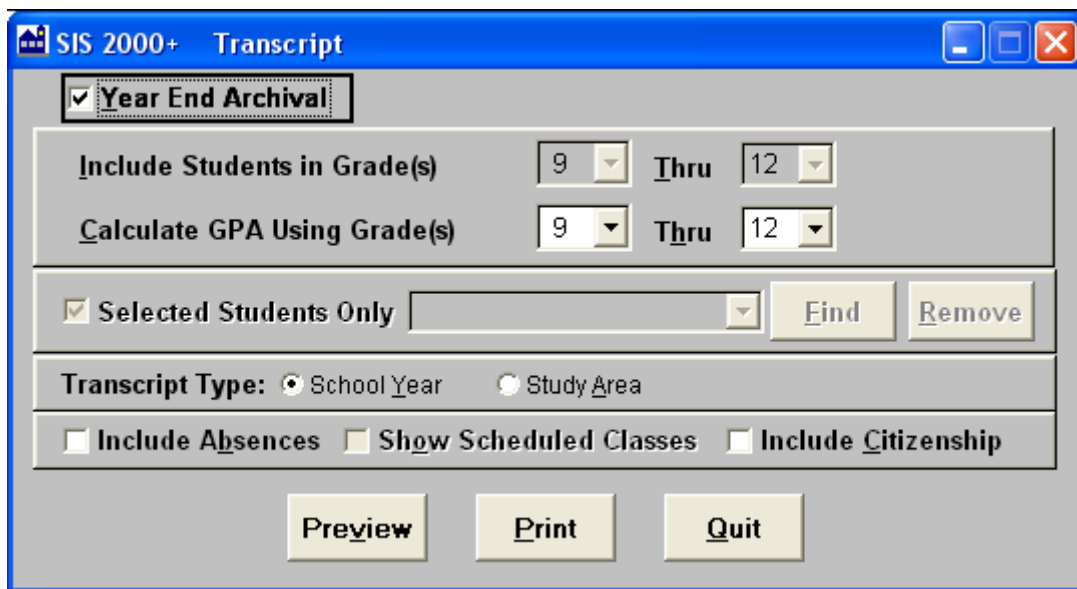
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For LEAs using the SIS Food Service Module: You will need to run a special food service year-end process; for information, please contact Valerie Davis (538-7917).

DETAIL OF STEPS 5, 11, & 12 ABOVE:

5. Archive the transcript data for students

- a. Log into the district as a "System Administrator"
- b. Launch the UT Transcript Report (from the Academic History Menu)
 - Leaving the "Year End Archival" box unchecked, perform "regular" archiving and print to a .pdf file (and printer, if desired)
 - Check the "Year End Archival" box
 - Select "Preview" to print to a .pdf (Adobe Acrobat) file. This automatically selects all students in the database who graduated one year ago and prints their transcripts to a single pdf (Adobe Acrobat) file grouped by school and sorted alphabetically. **These students will no longer be in the database.**



11. & 12. Year End Process

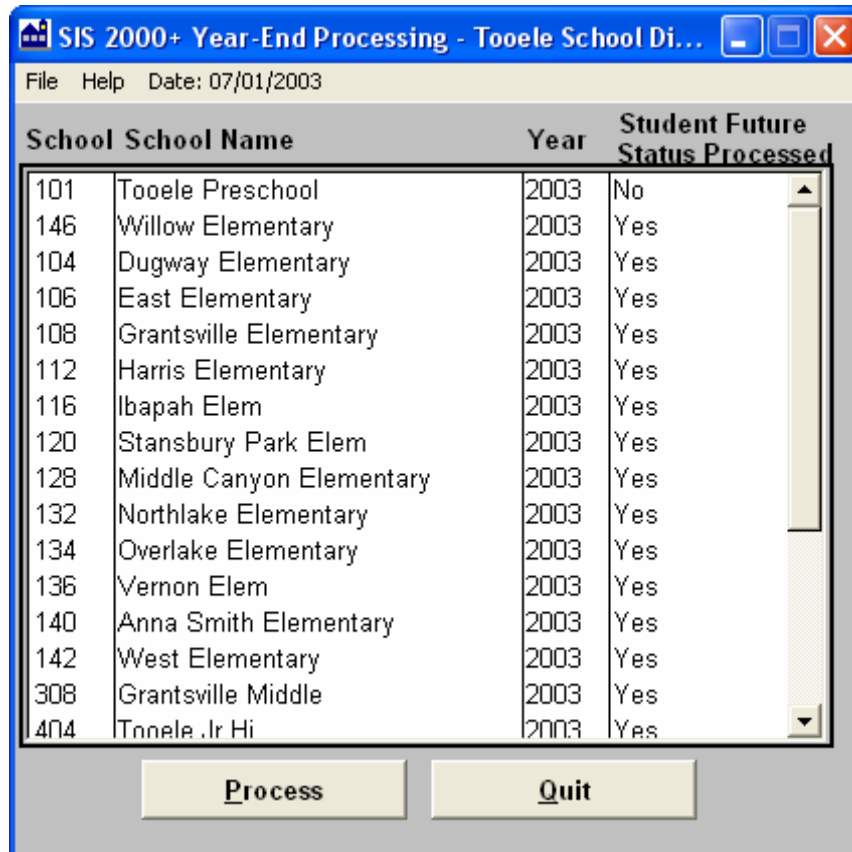
This process will delete attendance, locker (unless "Retain Locker" is selected in step #7 above), old year scheduling, and gradebook records for all schools, even if you choose only one! It will also promote students and teachers from "future" to "active" status, for the schools you have selected.

- a. Launch the Year End Process from the New Year Menu



- b. Select the school(s) that you wish to process.
 - Only schools that have **not** been "rolled over" to the new year are listed

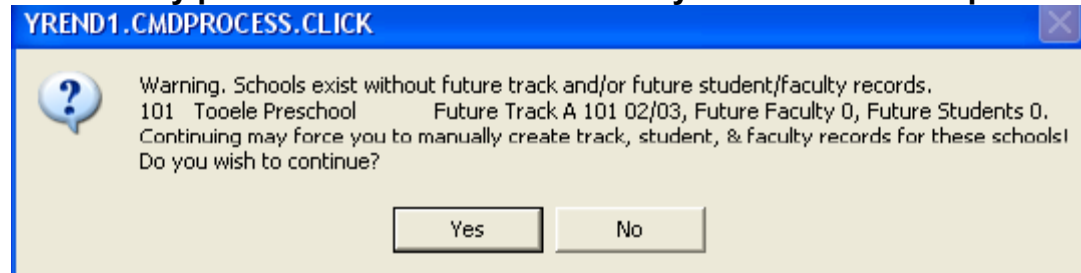
- All schools, including the District Office, should be processed
- One or more schools can be processed at once, not necessarily in order
- Use typical windows keystrokes (i.e. shift, cntrl) to select multiple schools



c. Select "Process"

Note: To the right of each school is an indicator of whether or not the "Student Future Status Process" and been completed for the school. You can run the Year End process for schools that have not completed the "Student Future Status" Process, but you will receive a warning. (See graphic below.) Clicking "Yes" will continue the Year End Process; clicking "No" will cancel it.

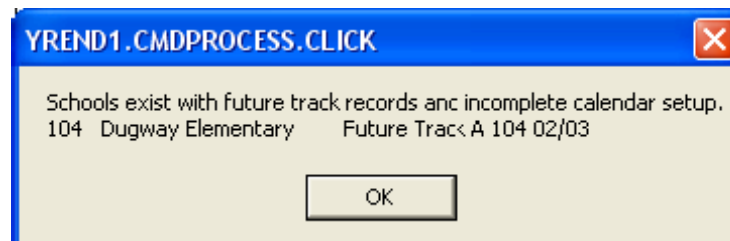
IMPORTANT: It is not recommended that you continue unless you plan to manually promote all students and faculty for the school in question.



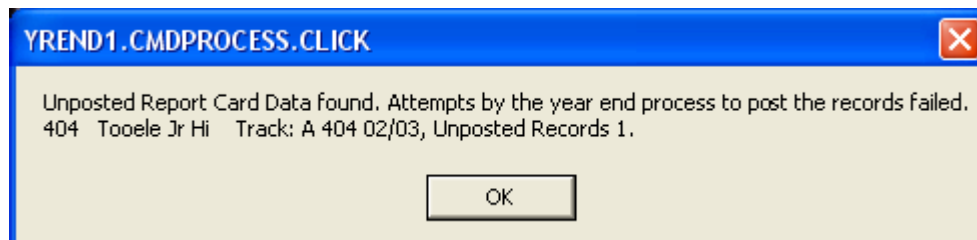
- d. Successful completion of the process will give you the following message (and the selected school(s) disappears from the Year End Interface School List):



- e. If you get either of the messages below, action is needed before the process can be completed:



This means: One or more of the selected schools does not have a complete future calendar (calendar setup must be completed before processing will be allowed).



This means: There are records that cannot be posted due to data errors. The Year End Process has attempted (unsuccessfully) to post the records and continue the process. **IMPORTANT: If you need help identifying unposted records please contact your SIS Specialist.**